

Commission Meeting

February 24, 2004 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

MINUTES

Attendance: Christine C. Applegate; Bob Douglas; Jeannie Jacobs; Mildred H. Johnstone; and Connie Massie

Absent: Valerie Lucero and George Russell

1. **PUBLIC COMMENT** – None heard
2. **CONSENT AGENDA:** *These items include routine fiscal and administrative actions to be approved by a single majority vote.*
 - 2.1. **APPROVAL OF MINUTES (Dec. 2003)**
 - 2.2. **GENERAL WARRANT REGISTER (Nov., Dec., 2003 & Jan. 2004)**
 - 2.3. **CLAIMS (Nov. & Dec. 2003)**
 - Commissioner Bob Douglas made the motion to approve the Consent Agenda as detailed, Commissioner Jeannie Jacobs seconded, motion carried 5 to 0.
3. **REGULAR AGENDA:**
 - 3.1. **INFORMATIONAL: Presentation of Tehama County's Early Reading First program**
 - Paula Brown-Almond, Project Director, presenting: Review of the California Early Reading and Literacy Project (CERLP) a research-based, model program that restructures five existing rural preschools in Tehama County. It is based upon current brain research and acknowledges that the ages of three and four are key times to develop cognitive capabilities and lay a firm foundation of literacy skills. The goal of *Early Reading First* is to smoothly transition children into kindergarten equipped to meet the California State Standards for that grade level and beyond, thus preparing each child for academic success in life.
 - Paula explained that Tehama County was among the original thirty grants awarded nationwide in Cohort 1 and part of the new NCLB legislation. This project contains four major components: School Gate, Clipboard, creating Preschool Centers of Educational Excellence, and Parent Involvement. More information can be reviewed in the attached Early Reading First handout.
 - Paula also reported their department received the State Department of Education Child Development Division Early Childhood Education, Region 2 School Readiness and Lead Network Grant in the amount of \$150,000 - 175,00 to be used for nine counties (Butte, Glenn, Tehama, Shasta, Modoc, Trinity, Siskiyou, Plumas, and Lassen). This grant will provide coordination of efforts and support staff time in each county for school readiness.
 - 3.2. **INFORMATIONAL: Director's Report**
 - Attended First 5 Association meeting held in Burbank. Topics covered were new partnerships: Boys and Girls Club and Academy of Pediatrics; Preschool for All in an Evolving Environment; development of a statewide distance learning plan; committees and workgroups also met.

- Request for Proposal (RFP) posted on website January 5, 2004. Mandatory Proposal Conference was held January 20, 2004 and 18 agencies/organizations were represented. The Power Point presentation along with a list of participants and their contact info will be available on our website. We will also be including a links page for local area collaborative meetings and the contact info for each.
- On January 9, 2004, staff, evaluation consultant, and School Readiness Coordinator participated in a training regarding the web based state evaluation system PEDS (Proposition 10 Evaluation Data System). The system was activated for our use and data entry has begun.
- Media/Communication Training was held January 16, 2004, for Commissioners, staff, and grantees. Three community messages were drafted and will be refined for review. Positive feed back was received from grantees and Commissioners, as well as the presenter, Stephan Phippen from Rogers and Associates.
- Ongoing monitoring and technical assistance continues to be provided in the form of site visits, class/workshops, and home visit observations.
- Oral Health Initiative Update: In November 2003, MRMIB awarded funds to support 21 projects throughout California as part of the Healthy Families Program. MRMIB is awaiting official notification from the Centers for Medicare and Medicaid Services (CMS) on the federal matching funds to support these projects. It is anticipated that the CMS will render a final decision sometime later this month. Therefore, it is hopeful that these 18-month projects will begin in February or March. Tehama County agencies/organizations did not apply for this round of funding; however, the Dental Task Force is reviewing like county proposals for ideas for proposals and neighboring county proposals to see if are avenues for services for our county.
- An informal networking meeting of Early Care & Development Educators has begun meeting to stay current on state and local issues affecting us as well as to support each other on our local efforts and common vision of optimal child development. Our next meeting is Wednesday, March 3, 2004 at 5:00 p.m. at Papa Joe's in Red Bluff.
- Attended final meeting of the Advisory Committee for the statewide Child Development Facility Accreditation Project implemented by the California Association for the Education of Young Children (CCAIEYC). A copy of their final report is available for review in the Commission office.
- Attended First 5 California 2-day School Readiness Symposium in Sacramento along with Jennifer Shortt, Tehama County School Readiness Coordinator.
- Conducted a presentation regarding First 5 Tehama and our current funded services at the Health Partnership meeting in December.
- The annual evaluation of the Program Director began in March. Personnel Committee members, Bob Douglas, Paula Brown-Almond, and Christine C. Applegate set a date to begin this process. Review of the evaluation will be shared with the Commission will be in closed session at the March 23rd Commission meeting.
- The State Conference is scheduled for April 22-23 at the San Francisco Airport Hyatt Regency. The Bay Area Region has graciously offered to serve as host and is planning some fun events for staff and commissioners. More information will be coming soon.

3.3. DISCUSSION: Draft School Readiness Evaluation Design (Enclosure)

- Evaluation Consultant, Cathy Minicucci, presented the draft School Readiness design. It was recommended that we ask Gloria Lofthus what tool she uses to evaluate the Even Start's child camp program and compare the elements. Also social emotional elements will be added to the design.

3.4. INFORMATIONAL: Project Updates and Quarterly Reports (Enclosure)

- Cathy Minicucci reviewed the second quarter evaluation reports for the months of October through December 2003.

GRANTEE Creative Learning Center
Grant Type..... Capital Improvement
Funding Cycle..... April 1, 2003 - March 31, 2004
Site Administrator..... Barbara Loucks
Grant Award \$23,671.00

Project Description: Funds were approved for developmentally appropriate indoor furnishings for an Employer-Sponsored/Community Child Care Center and Preschool that was developed in part due to efforts accomplished by First 5 Tehama funded Local Child Care Planning Council planning grant project. This child care and preschool facility will be the first of its kind in the county to be open during evening and night hours to accommodate parents who work late shifts.

Project Status: Site Administrator, Barbara Loucks, gave presentation to the Commission regarding current status and future plans – center staff illnesses prevented her from attending the November meeting. Barbara reported that a second infant room recently opened and operating at full capacity with a wait list. Hours of operation at the Creative Learning Center are now 6 a.m. to 7 p.m. – there was not a wide need for the extended hours therefore Barbara determined that the center would best meet the needs of families during the new hours. 112 children are now being served at the center; 18 children under 1 year and 9 between the ages of 12 and 24 months.

GRANTEE Gerber Unified School District
Project Name Gerber Family Center
Grant Type..... Direct Services Grant
Funding Cycle..... September 8, 2003 through June 30, 2004
(Total grant approval through November 30, 2007)
Project Coordinator..... Jennifer Shortt
Grant Amount Award \$104,000 (50% State Initiative and 50% First 5 Tehama)

Project Description: Improving the ability of families, schools, and communities to prepare children to enter school ready in the Gerber Unified School District.

Project Status: Introduction of Jennifer Shortt, School Readiness Coordinator. Jennifer was hired in December by the School Readiness programs in Los Molinos and Gerber with the assistance of Commission Chairperson, Connie Massie and Executive Director, Denise Snider. Due to late project start-up, the School Readiness project has been extended through 11/30/07.

GRANTEE: Los Molinos Unified School District
Project Name:..... First Steps Center
Grant Type:..... Direct Services Grant
Funding Cycle:..... September 8, 2003 through June 30, 2004
(Total grant approval through November 30, 2007)
Project Coordinator:..... Jennifer Shortt
Grant Amount Award: \$104,000 (50% State Initiative and 50% First 5 Tehama)

Project Description: Improving the ability of families, schools, and communities to prepare children to enter school ready in the Los Molinos Unified School District.

Project Status: School Readiness Coordinator, Jennifer Shortt, was introduced and gave an update to the Commission. Due to late project start-up, the School Readiness project has been extended through 11/30/07. A budget modification request was reviewed by the Financial Committee and was

in excess of Los Molinos Unified School District's signed contract with the Commission. The Financial Committee met and modified two of the ten budget revisions requested. A letter with the Committee's complete response was emailed and a hard copy sent via post to the appropriate school personnel on January 26 with a request of a revised budget based on approved modifications to be submitted no later than January 30. An accurate revised budget was hand delivered on February 10. Director Snider continues to meet regularly with Jennifer Shortt. These meetings are critical to continued forward momentum on both School Readiness projects.

3.5. ACTION PLAN UPDATE:

- INFORMATIONAL: Item 2.2 & 2.3 Training Strategy – First 5 grantees, local agencies/organizations, commission, and commission staff will be included in Regional trainings funded by First 5 California; designed by our Association's Northwest Region's Technical Assistance committee which Director Snider is a member.
- INFORMATIONAL: Item 6.2 Advocate – development of Commissioner Advocacy network. Reviewed a letter regarding the development of a Commissioner Advocacy Network. Commission decided if they were interested in participating. So far, counties who have responded are: Contra Costa, Plumas, Santa Clara, Sonoma, Placer, San Joaquin, Yolo, Kings, San Mateo, Glenn, Orange, Los Angeles, Marin, and Alameda.
- ACTION: Item 11.3 Develop protocols – **Item was tabled to next month's agenda.**

3.6. ACTION: Quarterly Financial Report

- Commissioner Christine C. Applegate made the motion to approve the financial report for period ending 12/31/03 – 2nd financial report for fiscal year 03-04 – Commissioner Bob Douglas seconded, motion carried 5 to 0.

3.7. ACTION: Ad-Hoc Commission Membership Committee Recommendation

- "At-large" members are appointed by the Board of Supervisors and will serve a three-year term. Two positions are currently vacant on the Commission and have been under review by the Ad-Hoc Commission Membership Committee with applicant letters being submitted. Paula Brown-Almond, Director of Tehama County's Early Reading First program, was recommended for reinstatement to the Commission and William Clybourn, Director of Lassen Medical Group, Inc. was recommended by the Committee for the second vacant position.
- Commissioner Bob Douglas made the motion to recommend to the Board of Supervisor's to approve the Ad-Hoc Commission Membership Committee's recommendation for the At-Large Membership Positions as submitted, Commissioner Mildred H. Johnstone seconded, motion carried 5 to 0.

3.8. INFORMATIONAL: Commissioner Updates

3.9. ADJOURN

Next meeting is scheduled for March 23, 2004

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).